

United States Environmental Protection Agency Washington, DC 20460						Work Assignment Number <b>B-05</b>						
<b>Work Assignment</b>						[X] Original    [ ] Amendment    Number:						
Contract Number EP-C-08-010			Contract Period 12/16/08 – 11/30/09 Base                      Option Period Number			Title of Work Assignment: Technology Utilization Transfer						
Contractor Scientific Consulting Group				Specify Section and Paragraph of Contract SOW Task Area No.2.3								
Purpose: [X] Work Assignment Initiation    [ ] Work Assignment Close-Out  [ ] Work Assignment Amendment    [ ] Incremental Funding [ ] Work Plan Approval						Periods of Performance  From: issuance    To:    August 31, 2009						
Comments:												
[ ] Superfund                      Accounting and Appropriations Data                      [X] Non-Superfund												
Line	DC (Max 6)	Bud get/ FYs	Approp riation Code	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amou nt	(D oll ar	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)	
1												
2												
3												
4												
5												
Authorized Work Assignment Ceiling												
Contract Period: 12/16/08 - Cost/Fee LOE Previously Approved 11/30/09												
This Action 450												
Total												
Work Plan / Cost Estimate Approvals												
Contractor WP Dated: Cost/Fee: LOE:												
Cumulative Approved: Cost/Fee: LOE:												
Work Assignment Manager Name Robin Clarke 4/20/09 (Signature)						Branch/Mail Code ORD/OSA Phone Number (202) 564-6493  Fax Number (202) 564-2070						
Project Officer Name Verla Sutton-Busby 4/20/09 (Signature)						Branch/Mail Code ORD/ISS Phone Number (202) 564-6808  Fax Number (202) 565-2590						
Other Agency Official Name Michael J. Bender 4/20/09 (Signature)						Branch/Mail Code ORD/OSA Phone Number (202) 564-6829  Fax Number (202) 564-2070						
Contracting Official Name Renita Tyus 5/14/09 (Signature)						Branch/Mail Code C.POD Phone (513) 487-2094  Fax Number (513) 487-2109						
Contractor Acknowledgment of Receipt and Approval of Workplan (Signature and Title)						Date						

**PERFORMANCE WORK STATEMENT**

**Contract Number EP-C-08-010**

**Scientific Consulting Group**

**Work Assignment Number: B-05**

<b>Title:</b>	Technology Utilization Transfer
<b>Scope of Work Reference:</b>	Task: 2.3
<b>Period of Performance:</b>	Date of Issuance through August 31, 2009
<b>Estimated Level of Effort:</b>	450 Hours
<b>Work Assignment COR:</b>	Robin Clarke Office of Science Advisor U.S. EPA (8102-R) Office of Research and Development 1200 Pennsylvania Avenue, N.W. Washington, D.C. 20460 Telephone: (202) 564-6493 Fax: (202) 565-2910
<b>Alternate Work Assignment COR:</b>	Carlos Pachon Office of Superfund Remediation and Technology Innovation U.S. EPA Office of Solid Waste and Emergency Response 1200 Pennsylvania Avenue, N.W. Washington, D.C. 20460 Telephone: (703) 603-9904 Fax: (703) 603-9135
<b>Project Officer:</b>	Verla Sutton-Busby U.S. EPA (8102R) Office of Research and Development 1200 Pennsylvania Avenue, N.W. Washington, D.C. 20460 Telephone: (202) 564-6808 Fax: (202) 565-2910

## **1. Background**

To better ensure the utilization of technology to solve the most important environmental problems, the EPA Administrator committed in December 2006 to create an Agency-wide Senior Environmental Technology Officer (SETO), to elevate within the Agency the role of the Environmental Technology Council (ETC), to create a Regional Environmental Technology Advocacy Network (RETAN) consisting of a Regional Technology Advocate (RTA) in each Regional Office, and to create an Environmental Technology Verification and Assessment Staff (ETVAS) in the ORD National Risk Management Research Laboratory (NRMRL).

To implement the Administrator's commitment it is necessary to provide support for meetings, conferences, and teleconferences both internally and with external stakeholders; to provide support in the development and preparation of analyses and reports; and to carry out other tasks that support the Agency-wide efforts to achieve these objectives—e.g., in support of the ETC Action Teams and in support of the RETAN.

## **2. Purpose**

To perform this work, the contractor must have staff with a very high level of scientific and technical knowledge, business and financing background, and understanding of fields related to the topics of the meetings, reports, and other tasks. These topics will range along the full length of the Technology Development Continuum (available at [www.epa.gov/etop](http://www.epa.gov/etop)) that was developed by the NACEPT Subcommittee on Environmental Technology—i.e., from the initial concepts through the development and deployment and finally commercialization. The contractor must have the requisite experience and knowledge of the continuum and EPA's role and activities in environmental technology in order to fully understand the implications of these topics to EPA and the broader environmental technology community. The contractor must have staff that has extensive experience with and expert knowledge about the commercialization and utilization of innovative environmental technologies, especially as they relate to energy efficiency, renewable energy, and other climate change-related technologies.

## **Scope of Work**

### **3. Specific Tasks**

This performance work statement describes EPA requirements regarding services to be rendered by the Contractor.

- 1.) The contractor shall attend EPA Environmental Technology Council meetings and other meetings as requested and take meeting minutes and provide meeting summaries and action items. One to two meetings are anticipated for this work assignment. Contractor staff is expected to understand and synthesize information discussed at the meetings. The EPA WAM will provide the meeting dates via technical direction.
- 2.) The contractor shall review EPA environmental technology websites (i.e., the Environmental

Technology Opportunity Portal [ETOP]) up to two times and propose changes in appearance and organization to improve the look of the website and its ease of use. The contractor will identify appropriate content for ETOP. The contractor needs to use staff with a strong understanding of what technology developers, investors, and users would find useful on ETOP. They must also consider EPA's competencies in environmental technology development and deployment.

- 3) The contractor shall edit and finalize draft reports including formatting and graphics (e.g., Climate Change Technology Inventory Report). The contractor may be asked to develop other draft and/or final reports, outlines, pamphlets, presentations or other communications related to environmental technology for internal or external use.
- 4) The contractor shall prepare specially requested documents, materials, and other task outputs for this work assignment via technical direction from the EPA WAM.
- 5) The contractor shall provide draft documents and final documents and other task outputs.

#### **4. Deliverables**

Work plan due within 15 calendar days of receipt of the work assignment

1. Upon approval of the work assignment the contractor shall consult with the Work Assignment Manager, in order to discuss work assignment issues, direction, and progress.
2. Provide draft documents 5 days after meeting.
3. Provide final documents and reports 5 days upon receiving feedback from draft reports or minutes of meetings, documents, reports, and task outputs.

#### **5. ACCEPTANCE CRITERIA**

Final products will be produced by the Contractor upon the EPA WAM's approval through written technical direction. The Contractor shall provide all materials written as part of these tasks to the EPA WAM, as per work assignment, in electronic format. Electronic versions shall be compatible with current ORD computer systems (Word and Excel) and software.

#### **6. MANAGEMENT CONTROLS**

Periodic meetings between the EPA and contractor staff are encouraged to discuss any questions that may arise during performance or completion of this work assignment. At the EPA WAM's discretion, these meetings may occur via teleconference or video conferences. The contractor shall document these meetings and submit copies of this correspondence to the EPA WAM.

The EPA WAM may identify one or more EPA technical representatives for this work assignment. Interaction between the contractor and any EPA technical representative(s) designated by the EPA WAM is solely for the purpose of presenting and discussing the information, analyses, results,

or presentations related to this work assignment. The interaction will be technical communication vice technical direction. Per the technical direction clause EPAAR 1552.237-71 of the contract, the EPA PO and the EPAWAM or alternate EPA WAM are the primary representatives of the Contracting Officer authorized to provide technical direction.